



### **Position Announcement**

Today's Date: **05/19/2017**

**Posting #: 8470**

Job title: **Director of Fiscal Operations**

FLSA/ Code/ Status: **Exempt / 931 /MAPS unrepresented**

Location: **417 E Fayette St., Suite 466, Baltimore MD**

Salary range: **\$71,000-\$100,850** (Commensurate with experience)

Status: **Fulltime - Regular**

### **Position Overview:**

The Director of Fiscal Operations is responsible for managing the Fiscal Operations for the City of Baltimore Mayor's Office of Employment Development (MOED). The overall responsibilities in the Director position include management of all financial operations for this 20 million dollar plus Agency which provides workforce development and employment related services for adults, disadvantaged youth and Baltimore City area businesses. Fiscal operations includes procurement, financial recordkeeping, financial reporting, analysis of same; budgets, accounts receivable, accounts payable; cash management; grants management; participant payroll; audit relations; etc.

### **Essential Duties and Responsibilities:**

- Lead the development and maintenance of the overall Agency budget which is supported by funding from various sources including City, State, and Federal governments, private foundations, etc.
- Supervise and approve the preparation of timely and accurate financial reports, which include monthly/ quarterly reports and analysis of financial transactions for the operational divisions of the agency. Provide an in-depth analysis of the financial transactions, identifying discrepancies and resolving issues within fiscal management guidelines. Reporting on budget versus actual; revenue and expenses; analyzing data in relation to the operating budgets, grant budgets and funding requirements of grantors.
  - Analyze and advise management on fiscal matters, such as effective use of resources; assumptions underlying budget forecasts; budget versus actual variances and related observations
- Coordinate the operations of the various financial, procurement, and applicable management systems.
- Design, implement and maintain strong and appropriate internal control systems to ensure compliance with City, State, Federal and other relevant rules and regulations.
- Represent the Agency in audits by City, State and other entities.
- Manage the timely and accurate close out of grants and applicable contracts and maintain MOED chart of general ledger accounts.
- Direct work of professional fiscal operations staff engaged in Agency fiscal operations. Mentor and support their professional development. Establish and maintain effective working relationships with other MOED Managers, and other internal and external stakeholders.
- Performs other duties as required

### **Knowledge, Skills and Abilities:**

- An in-depth knowledge of federal, state and city procurement and financial management rules and

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regulations.

- Grants management experience from a fiscal management perspective; particularly, federal grants.
- Strong accounting, financial reporting and analytical skills. Ability to establish and maintain effective working relationships with individuals and group of individuals of varying levels of responsibility, within and outside (ex. federal and state agencies, foundations, other city agencies, etc) of MOED
- Must be computer literate and proficient in word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.) Experience with fund accounting system implementation/upgrade projects related to not-for-profit/ government accounting software.

**Required Education & Experience:**

- Bachelor's degree in Accounting; CPA and/or MBA highly desirable.
- Four to six years of experience at a management level in Government (preferred) or in non-profit entity, with three to four years in a supervisory capacity
- Or any equivalent combination of acceptable education or experience

**Special Requirements:**

- Criminal Background Investigation

**MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.**

**All qualified applicants should submit a resume to the MOED Human Resources Department via email at [resumes@oedworks.com](mailto:resumes@oedworks.com). Resumes may be mailed to MOED-HR, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202, or sent via fax: (410) 396-8132. Please place job title and posting number in the subject line.**